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MEMORANDUM FOR: [REDACTED] Special Assistant to  
 Deputy Director (Support)

SUBJECT: Functional Statement of DD/S - [REDACTED]  
 17 February 1956

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1. With reference to your request for comments on subject statement, the need for changes are evident. As the statement now reads the DD/S "is responsible for overall support of all---activities" and "he shall direct and coordinate the activities" of his own organizational components.

2. On the other hand, the organizational components of DD/S imply authorities of greater scope than reflected in the DD/S statement. For example, the following extracts of component statements imply authority as well as responsibility:

- a. Management Staff "is responsible for administering the Agency's Management Program."
- b. Audit Staff "is responsible for the independent audit---"
- c. Medical Staff "is responsible for planning and directing the Agency Medical Support Program."
- d. Communications "is charged with---"providing the Communication Support."
- e. Comptroller "is in charge of all budgetary and financial operations of the Agency."
- f. Logistics "is responsible for planning and implementing Agency logistics support."
- g. Training "is responsible for---technical supervision, review, and support of all Agency training activities, foreign and domestic."
- h. Security "is charged with the preparation and execution of the Agency's Security Program."

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3. A comparison of the extracts in paragraph 2 above with the DD/S statement indicates that the latter does not fully reflect the authorities of the DD/S. A suggested summary statement for consideration is as follows:

"The Deputy Director (Support) is responsible for planning, providing, directing, and reviewing the overall Agency support program. He shall direct and coordinate the activities of the Offices of Communications, the Comptroller, Logistics, Personnel, Security, Training, the General Counsel, Audit Staff, Commercial Staff, Management Staff, Medical Staff, and the Special Support Assistant, Deputy Director (Support)."

  
Chief, O&M Staff  
(DD/S Area)

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